

**The Tempe Way**



**MISSION:**

To make Tempe the best place to live, work and play.

**VALUES:**

People... Integrity... Respect... Openness... Creativity... Quality...

**Administrative Associate: Tennis & Special Interest Classes  
(Community Services - Parks & Recreation)**

**OPENING DATE:** 4/21/04

**CLOSING DATE:** Subject to closing when the needs of the City are met.

**HOURLY STARTING SALARY**

\$8.00/hr

This position is a temporary, part-time position, averaging 19 hours or less per week year-round.

**MINIMUM QUALIFICATIONS**

Requires experience in tennis facility group rental reservation input, management and record keeping. The candidate must possess knowledge and ability to operate an IBM computer, Microsoft Excel, Microsoft Outlook, Microsoft Word, and familiarity with other Microsoft products. Availability: weekdays, and weeknights on a part-time basis.

**ADDITIONAL REQUIREMENTS**

This position requires possession of, or the ability to obtain an appropriate Arizona driver's license. Successful completion of probationary period is contingent upon passing a FBI background investigation.

**REPRESENTATIVE ESSENTIAL FUNCTIONS**

- Reserve tennis group rentals and tennis programs in Reflections
- Create a monthly calendar of tennis rentals and programs
- Update class information in Reflections system
- Distribute mailings of class fliers to past patrons and city departments
- Compile class evaluation results
- Assist in servicing tennis rental reservation leaders
- Assist in production of weekly tennis court reservation sheet
- Assist in updating City website with class information
- Assist with editing the quarterly brochure copy
- Reserving Classrooms in FR110
- Building classes in PR210
- Quarterly Flier mailings
- Compiling class evaluation results
- Updating KRC website (classes)
- Adding the KRC classes to the City's event calendar
- Other misc. tasks or mailings

**SELECTION CRITERIA**

Applicants will be reviewed and only the most qualified applicants will be interviewed. Criteria will be based on knowledge, skills, abilities, availability, and experience of successful candidate. **Falsifying information or lying during any stage of the selection/hiring process will make you ineligible for new or continued City employment.**

For applications and contact information:

**Tim Barnes**  
**Kiwanis Recreation Center**  
**6111S. All American Way**  
**Tempe, AZ 85283**  
**(480) 350-5752**